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20/12/2022

	<b>कार्यालय, रक्षा लेखा नियंत्रक</b> उदयन विहार, नारंगी, गुवाहाटी-७८११७१ OFFICE OF CONTROLLER OF DEFENCE ACCOUNTS, UDAYAN VIHAR, NARANGI, GUWAHATI-781171 ई-मेल/ email : <a href="mailto:cdaguwaccounts.dad@hub.nic.in">cdaguwaccounts.dad@hub.nic.in</a>	
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No. A/IV/65/Rev Sec./Corr./XXX

EMAIL/WEBSITE / TTB

Date: 16/12/2022

To,

- The Officer-in-Charge,  
1). Area Accounts Office, Shillong  
2). PAO ARC, Shillong  
3). PAO GTC, Shillong  
4). All AOs GE/AGEs/DEOs  
5). All Audit Sections of M.O. CDA Guwahati

Subject:- Outstanding Balances under certain Code Head.

During the review of Compilation for the month of 11/2022, it is observed that there are huge balances/adverse lying outstanding under the following Code Head which are to be transferred to the respective Govt. Department/Agencies within the month or latest by 5<sup>th</sup> of the following month.

Sl. No.	Code Head	Description
1.	00/016/04	Employees Contribution under NPS
2.	00/016/05	Govt. contribution under NPS
3.	15/017/05	Sales Tax Recovered from contractor
4.	32/017/05	Labour Cess
5.	00/017/04 & 00/017/05	Group Insurance Fund
6.	00/015/01 & 09/015/01	GPF Subscription recovered from Employee
7.	020/04	GST TDS

In this context, the undersigned has been directed to convey the instructions of Competent Authority to transfer the amount at the end of the each month to the respective Department/Agencies and the same may please be brought to Nil at the end of the month/first week of the following month. HQrs. Inspection Team has also pointed out the same during their Inspection.

Further, it is also observed that a huge amounts are outstanding as adverse balance i.e. (-RT) in certain Heads mentioned above which may also be cleared/adjusted at the earliest.

**In addition to above, it is brought to the notice of all concerned, that during the current financial year i.e. 2022-23, all the transfer/adjustment may please be made on or before March-Final. No proposal for any Journal Entry should be accepted under any circumstances and the erring officials/officer will be held personally responsible for any misclassification and liable to appropriate Departmental Action.**

CDA has seen.

Sd/-  
Dy. CDA (A/Cs)

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IT&SW (Local): For uploading in CDA Guwahati official website please.

  
Sr. AO (A/Cs)